

**DEPARTMENT OF WATER RESOURCES**

1416 NINTH STREET, P.O. BOX 942836  
SACRAMENTO, CA 94236-0001  
(916) 653-5791



January 12, 2005

Dear Advisory Committee, Extended Review Forum, and Project Team Members,

The next *California Water Plan Update* Advisory Committee meeting is Thursday, January 20, 2005 in the Sterling Hotel's "Ballroom," 1300 H Street, Sacramento. Registration begins at 8:30 a.m. Caucus and workgroups will meet from 8:30 – 9:15; the meeting starts at 9:30 and ends at 4:00 p.m. A draft agenda is enclosed. All Advisory Committee meetings are open to the public.

**RSVP -- Advisory Committee and Extended Review Forum**

If you plan to attend, please let **Nancy Van Buren** know by Tuesday, January 18, at e-mail address: [nancyv@water.ca.gov](mailto:nancyv@water.ca.gov). Her telephone number is (916) 653-6041.

**RSVP -- Project Team**

Please let **Virginia Sajac** know by Tuesday, January 18, if you plan to attend, at e-mail address: [vsajac@water.ca.gov](mailto:vsajac@water.ca.gov). Her telephone number is (916) 653-7101.

**Meeting Materials**

Meeting materials will be posted at the Advisory Committee Meeting Materials web page at: <http://www.waterplan.water.ca.gov/b160/committee/meetings.html>.

**Location**

Enclosed are a map and directions to the Sterling Hotel. The Sterling Hotel's web address is: <http://www.sterlinghotel.com>.

**Lunch**

Please bring \$10.00 cash for lunch -- sorry, no checks will be accepted. The featured dish is a chef's choice lunch which will be revealed before you buy tickets in the morning.

**Travel and Parking**

There are parking garages at 14th and H Streets and 14th and I Streets. 13th Street between H and I Streets has 10-hour quarter meters. The light rail stops at 12th and I Streets. From the airport, take an airport shuttle or a taxi. Advisory Committee members, please save your receipts for reimbursement.

**Room Reservations and Reimbursement (for Advisory Committee members only)**

Call 1-800-365-7660 to make reservations at the Sterling -- ask for the State rate. If you would like to stay at the Clarion (16th and H), call (916) 444-8000 -- again, ask for the State rate.

The usual forms will be available at the meeting if you want to be reimbursed for lunch and/or other travel expenses. (You can only be reimbursed for lunch if your trip is more than 24 hours.)

Finally, please bring your calendars! If you have any questions, I can be reached at [vsajac@water.ca.gov](mailto:vsajac@water.ca.gov) or at (916) 653-7101. As always, I look forward to seeing you on January 20<sup>th</sup>!

Sincerely,

*Virginia Sajac*

Virginia Sajac  
Water Plan Administrative Support

Enclosures